



YEAR 2020

**REQUEST FOR PROPOSALS FOR
COMMUNITY DEVELOPMENT
FUNDING**

APPLICATIONS DUE: August 23, 2019 by 2:00 pm

**City of Milwaukee
Community Development Grants Administration**

**Steven L. Mahan, Director
City Hall – 200 East Wells Street; Room 606
Milwaukee, Wisconsin**

Funds Provided by the U.S. Dept. of Housing & Urban Development

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INTRODUCTION

CITY OF MILWAUKEE – COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Community Development Block Grant program was established by Congress in 1974 with the passage of the Housing and Community Development Act. This program provides funds to municipalities and other units of government around the country to develop viable urban communities. This is accomplished by providing affordable, decent housing, a suitable living environment and by expanding economic opportunities principally for low and moderate income persons. Local units of government develop their own programs and funding priorities, however all activities must be consistent with one or more of the following HUD national objectives:

- Principally benefits low/moderate income persons
- Prevents or eliminates slum or blight
- Addresses an urgent need or problem in the community (e.g., natural disaster)

As a Participating Jurisdiction (PJ) and entitlement community, the City of Milwaukee-Community Development Grants Administration (CDGA), receives annual funding allocations from the Federal government to fund activities to address these National Objectives.

As a recipient of these funds, the City of Milwaukee is required to submit to HUD an annual Funding Allocation Plan that describes how the City will utilize Federal funds to address the national objectives in a manner that will produce the greatest measurable impact on our community.

The statutes for the Federal formula grant programs set forth three basic goals against which the plan and the City's performance under the plan will be evaluated by HUD. The City must state how it will pursue these goals for all community development programs.

HUD statutory program goals are:

DECENT HOUSING - this includes:

- Assisting homeless persons obtain affordable housing;
- Assisting persons at risk of becoming homeless;
- Retaining the affordable housing stock;
- Increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
- Providing affordable housing that is accessible to job opportunities.

A SUITABLE LIVING ENVIRONMENT - this includes:

- Improving the safety and livability of neighborhoods;
- Eliminating blighting influences and the deterioration of property and facilities;
- Increasing access to quality public and private facilities and services;
- Reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- Restoring and preserving properties of special historic, architectural, or aesthetic value; and,
- Conserving energy resources and use of renewable energy sources.

EXPANDED ECONOMIC OPPORTUNITIES- this includes:

- Job creation and retention;
- Establishment, stabilization and expansion of small businesses (including micro-businesses);
- The provision of public services concerned with employment;
- The provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- Access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

Long-term outcomes linked to these goals are:

- Availability/Accessibility – This outcome relates to programs that make services, housing, infrastructure, public services, or shelter accessible or available to low or moderate income persons, include those with special needs and/or disabilities.
- Affordability – This outcome relates to programs that provide affordability to low or moderate income persons and can include affordable housing.
- Sustainability – This outcome relates to programs that improve communities and promote viability such as removing slum and blight or other services that sustain communities.

PROPOSAL CHECKLIST - YEAR 2020

Complete Applications must be received no later than 2:00 pm on August 23, 2019.

As a final step before submitting your application, use this checklist to ensure that your application is complete. **Failure to include any of the following items will result in disqualification of your application.**

All organizations applying for grant funds should complete and submit **ONE ORIGINAL AND 10 copies** of the following Year 2020 documents:

- ☐ Application Executive Summary, signed and dated
- ☐ RFP Program Application
- ☐ Agency Budget-Revenue Form
- ☐ Agency Budget-Expenses Form
- ☐ Corporate Documentation as needed (***one copy only***)
- ☐ Board of Directors Roster
- ☐ Additional information specific to activity

CORPORATE DOCUMENTATION to be included with the Application (***ONLY*** for groups not currently under contract with the City or for groups currently funded who are submitting changes/updates to corporate documents).

Submit *one copy* of the following documents:

1. Articles of Incorporation
2. Corporate By-Laws
3. A roster of the current board of directors (form included in Appendix)
4. Corporate Organizational Chart
5. Federal Tax Exemption determination letter
6. State Sales Tax Exemption Status Letter with Tax Exempt number indicated
7. Accounting policies and procedures

NOTE: This information is necessary for evaluation by CDGA and the City Comptroller of the ability of the City of Milwaukee to enter into a contract with the applicant.

If your Application is funded, some additional Financial documents will be required to execute a contract between the City of Milwaukee and your organization.

Proposals may be hand delivered or mailed. **Handwritten, faxed, electronic and incomplete applications will not be accepted.**

All proposals which are received after the closing date of ***August 23, 2019***, will not be reviewed and will be returned to the applicant. **To ensure fairness, no exceptions will be granted.**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
YEAR 2020 REQUEST FOR PROPOSALS**

APPLICATION PROCEDURES

As designated by the Community and Economic Development Committee of the Milwaukee Common Council, service providers for Funding Year 2020 **must meet the following legal requirements:**

- A municipal governmental agency; *or*
- A nonprofit organization ***located in the City of Milwaukee*** and organized under Chapter 181 of the Wisconsin Statutes, qualified as a Section 501(c)(3) organization, ***at the time of grant application submission.***

In addition, all funded activities must be eligible and meet one of the three (3) National Objectives of the U.S. Department of Housing & Urban Development (HUD):

- Principally benefits low/moderate income persons
- Prevents or eliminates slum or blight
- Addresses an urgent need or problem in the community (e.g., natural disaster)

Due to the high demand for services, all activities, with the exception of HOPWA (which covers the 4-County Milwaukee Metropolitan area), will be conducted in the CDBG Target Area (see Map in Appendix), unless otherwise noted in each RFP.

All proposals and supporting documents must be complete upon initial submission, and must be typed
---- **NO HANDWRITTEN, ELECTRONIC, FAXED OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**

Completed proposals and required attachments must be received at the Community Development Grants Administration office no later than 2:00 pm on August 23, 2019. No extensions will be granted.

Submit One original & Ten copies to:

Mr. Steven L. Mahan, Director
Community Development Grants Administration
City Hall, Room 606
200 East Wells Street
Milwaukee, Wisconsin 53202

Questions may be directed to the office of Community Development Grants Administration at (414) 286-3647.

APPLICATION PROCEDURES CONT'D

Submission of an application does not guarantee funding. Please securely bind all applications; stapling, paper clips, and binder clips are all secure methods when size appropriate. There is no need to use expensive binding methods, but applications must be submitted in a secure fashion, **rubber banded or loosely submitted** applications are not acceptable.

- Do not duplicate the Introduction and Instruction portion of the RFP (pages 1-12). Save on costs and paper.
- Follow the prescribed format for Application preparation closely. Present information in the order indicated. Submit all requested information or indicate not applicable (N/A), where appropriate.
- Do not submit materials other than those specifically requested. Letters of Support and Appendices submitted under separate cover will be discarded.
- If you are applying for more than one activity, you must submit a separate application with separate Budgets and attachments.
- If you decide to replicate the application, make certain it is consistent in all respects with the Community Block Grant Application.

A total of 25 points will be deducted for applications that do not follow the pre-formatted application.

APPLICATION PROCEDURES *cont'd*

NOTICES

The City of Milwaukee reserves the right to reject all proposals. Contract awards based on submitted proposals shall further be subject to receipt by the City of Milwaukee of sufficient community development entitlement funds from the U.S. Dept. of Housing and Urban Development. Should the availability of federal funds for this RFP be reduced, the City's Community & Economic Development Committee can modify and reduce the subrecipient's award and/or the program year or both.

All materials submitted shall become public records retained by the City of Milwaukee, with the following exceptions: late and/or incomplete applications or requests for funding for projects that are not a part of this solicitation, will be returned to the applicant without further review, and materials not requested as part of the application packet will be discarded.

If Applicant makes a false statement or misrepresentation in this Application to obtain Federal funds and funds are awarded, the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.

FUNDING DECISION

The actual decision to award funds is considered first by the City of Milwaukee Community and Economic Development Committee and forwarded to the Common Council and Mayor for final review and approval before the final submission to HUD. Funding recommendations by the CDGA staff are advisory to the Community and Economic Development Committee.

In addition, the Community and Economic Development Committee may designate a non-profit agency to act as a subrecipient in any manner it deems appropriate to carry out an eligible activity, per HUD Regulations 24CFR 570.200(f); 24 CFR Part 85; OMB Circular A-110.

Faith-Based Organizations

Per the regulations of the U.S. Department of Housing & Urban Development, organizations may not use HUD funds to support inherently religious activities such as worship, religious instruction, or proselytization.

Federal Non Discrimination Provisions

Per the regulations of the U.S. Department of Housing & Urban Development, No person shall, on the grounds of race, color, national origin, religion or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity funded in whole or part with Federal financial assistance.

COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO)

NOTE: Per the HUD regulations, the following RFP activities require that your agency be qualified as a Community-Based Development Organization:

- 1) Employment Services**
- 2) Special Economic Development**
- 3) Youth Services**
- 4) Neighborhood Strategic Planning/Community Organizing/
Crime Prevention**

If you are awarded funds for 2020, you will receive a letter from CDGA requesting the required documentation to be certified as a CBDO for the above-mentioned activities.

See Appendix for further instructions.

DEFINITIONS

1. **CDGA** - Community Development Grants Administration
2. **CDBG** - Community Development Block Grant
3. **CHDO** – Community Housing Development Organization
4. **ESG** – Emergency Solutions Grants
6. **HOME** - HOME Investment Partnerships
7. **HOPWA** - Housing Opportunities for Persons with AIDS
8. **Outcomes** - are the benefits derived from program activities. Typical examples:
 - Ten New Block Clubs - a core of 20 leaders are identified and trained to independently coordinate activities and issues on their blocks.
 - Abate Code Violations - property values are maintained or increased while elderly/ low income home owners are able to remain in their homes.
 - After School Recreation - participating youth improve in school and reduce their involvement with the criminal justice system.
9. **Outcome Measurements** are the specific items of information that track a program's success on outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome.
10. **Short Term Outcomes** - are benefits derived from program activities that can usually be observed within a one year period.
11. **Mid Term Outcomes** - are benefits derived from program activities that usually occur within two - three years.
12. **Long Term Outcomes** - are benefits derived from program activities that are more global in scope and impact and are usually observable within three - five years.

Most planning groups reported that their neighborhoods would experience these long term outcomes as a result of the expenditure of Federal funds. These outcomes are:

- Reduce Crime
- Increase Property Values
- Increase Economic Vitality (Jobs & Businesses)
- Improve Neighborhood Quality of Life

13. **Long Term Outcome Indicators** - for CDGA, these are objective data which measures the health of a neighborhood relative to housing and crime.

All proposals for funding in 2020 will be required to show how their activities and their short and mid-term outcomes will eventually lead to the above noted long term outcomes.

YEAR 2020 FUNDING APPLICATION FOR THE FOLLOWING FEDERAL FUNDS

- ❖ COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**
- ❖ HOME FUNDS**
- ❖ HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS
(HOPWA)**
- ❖ EMERGENCY SOLUTIONS GRANT (ESG)**

If you are submitting for more than one activity or for different funding sources, you must submit separate applications and separate budgets for each activity.

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
APPLICATION EXECUTIVE SUMMARY – FUNDING YEAR 2020**

DUE DATE: August 23, 2019 by 2:00 pm

REQUIRED: Check the type of funding for which you are applying.

NOTE: Separate applications and separate budgets are required for each activity for which you are applying. If multiple funding sources are available for the same activity a separate application is not required. Combined applications and budgets will not be accepted and will be returned to the applicant.

Complete all that apply to this application:

Total Amount Requested (CDBG Funds) \$ _____ (HOME Funds (incl. CHDO)) \$ _____
(ESG Funds) \$ _____ (CHDO Operating Funds) \$ _____ (HOPWA Funds) \$ _____

RFP Activity/Category for which you are applying _____

RFP Page # _____

Applicant Organization Name: _____

Organization Address: _____ City _____ Zip _____

Contact Person: _____ Title _____

Contact Person's
Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Is applicant a 501 (C)(3) organization? Yes _____ No _____

Is applicant a faith-based organization? Yes _____ No _____

Federal Employer Identification Number _____

Executive Director: _____ Phone Number _____

Board President: _____ Phone Number _____

Check one: Organization received funds from CDGA in 2019 _____
Organization did not receive funds from CDGA in 2019 _____

Proposal submission(s) must be authorized and signed by an official of the Board of Directors.

Name and title of Board Official: _____

Signature of Board Official: _____

NOTICE:

A false statement or misrepresentation in the proposal to obtain grant funds and if funds are awarded, the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.

A. PART 1 – PROGRAM DESIGN

1. Describe the specific activity to be performed and the goals of the program.

NOTE: Please refer to the specific RFP for additional activity requirements.

Score: _____(25 pts)

2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. Include the number of persons to be served by your program in 2020.

Score: _____(10 pts)

3. **Outcomes:** Describe the expected outcomes (results, impact or change) expected to come about as a result of your program and how these contribute to one or more of CDGA's long term outcomes which are: 1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and 4) Improve Quality of Life.

Score: _____(15 pts)

B. Budget & Resources Leveraged

1. Include a proposed budget for your program utilizing the appropriate budget forms depending on the type of funding you are requesting (**CDBG, HOME, HOPWA, or ESG funds**).

You must submit a separate budget form for each separate activity for which you are applying. Do not combine CDBG, HOME, HOPWA, or ESG budgets.

2. Include a **Total Agency Budget: Revenue** form that identifies all funding sources

Budget and revenue forms are on the following pages.

Score: _____(5pts)

AGENCY BUDGET: EXPENSES

CDBG FUNDS ONLY

(A Separate Budget is required for each RFP for which you are applying; Combined budgets for different activities are not acceptable and will result in a score of zero for this section)

Organization: _____

Program Name: _____

Show a proposed budget for the program for which you are applying. Include all committed and pending funds for your program.

CATEGORY	Requested Funds	Committed Funds (list source)	Pending Funds (list source)
Personnel			
Fringe Benefits			
Occupancy/Utilities			
General Services (training, travel, printing, advertising, memberships)			
Supplies (office products, postage, computer and cleaning supplies, etc.)			
Contractual Services (accounting, legal, consulting, insurance)			
Equipment(Purchase/Rental)			
Other Costs(Describe)			
TOTAL COSTS			

AGENCY BUDGET: EXPENSES

HOME FUNDS ONLY

(for Affordable Housing Production activities only)

(A Separate Budget is required for each RFP for which you are applying; Combined budgets for different activities are not acceptable and will result in a score of zero for this section)

Organization: _____

Program Name: _____

Show a proposed budget for the program for which you are applying. Include all committed and pending funds for your program.

CATEGORY	Requested Funds	Committed Funds (list source)	Pending Funds (list source)
Acquisition			
Rehab Hard Costs			
Soft Costs			
Contractual Services			
Other Costs			
CHDO Operating Costs			
TOTAL COSTS			

HOPWA FUNDS ONLY

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS - YEAR 2020 BUDGET

1. **Program Budget** ---Enter on the budget form the total estimated expenses for operating the program.

PROGRAM BUDGET

CATEGORY	TOTAL HOPWA FUNDS	TOTAL OTHER FUNDS	TOTAL PROGRAM BUDGET
<p><u>Facility Based Housing Development includes:</u> Expenditures associated with the Acquisition, Rehabilitation Conversion or Repair of facilities to provide housing to HOPWA-eligible households. Also includes costs related to new construction for single room occupancy (SRO) dwellings and community residences.</p>			
Name each site:			
<p><u>Facility Based Housing Operations includes:</u> Expenditures associated with leasing a building, general housing operations (e.g., Maintenance, Security, Insurance, Utilities, Furnishings, Equipment, Supplies), and the provision of project based rental assistance.</p>			
Name each site:			
<p><u>Facility Based Non-Housing:</u> Expenditures associated with the construction, acquisition, rehabilitation, conversion, lease, or repair of a non-housing facility, such as a supportive services facility or an emergency shelter.</p>			
Name each site:			
<p><u>Tenant-Based Rental Assistance (TBRA):</u> A housing subsidy provided for use on the open rental market. The tenant holds a lease with a private landlord for a unit that is rented at or under Fair Market Rent and that meets Housing Quality/Habitability Standards.</p>			
Name each site:			
<p><u>Short-Term Rent, Mortgage, and Utility (STRMU) Assistance includes:</u> A housing subsidy provided to prevent homelessness of mortgagors or renters in their current place of residence. Grantees may provide assistance for rent, mortgage, or utilities for a period of up to 21 weeks in any 52-week period. Ongoing assessment of need is required and individual service plans must address housing stability.</p>			
Name each site:			

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS - YEAR 2020 BUDGET *cont'd*

CATEGORY	TOTAL HOPWA FUNDS	TOTAL OTHER FUNDS	TOTAL PROGRAM BUDGET
<p><u>Housing Information Services include:</u> Information and referral services to assist eligible persons with locating, acquiring, financing, and maintaining housing. Activities may include housing, counseling, housing advocacy, housing search assistance.</p>			
<p><u>Technical Assistance includes:</u> Assistance with establishing and operating a community residence, including planning and other pre-development or pre-construction expenses, as well as costs related to community outreach and education activities.</p>			
<p><u>Administration:</u> Expenditures for general management, oversight, coordination, evaluation, and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities. (Costs may not exceed 7% of the total program budget).</p>			
<p><u>Supportive Services include:</u> Expenditures for services that improve the health and well-being of eligible persons and their family members. Services may be provided in conjunction with housing assistance or separately. Examples include employment assistance, alcohol and drug abuse treatment services, mental health services, transportation assistance, and limited use of funds for uncovered medical services (subject to program limitations).</p>			
<p><u>Permanent Housing Placement:</u> Expenditures that help establish a household in a housing unit, including (but not limited to) application fees, related credit checks, and reasonable security deposits necessary to move persons into permanent housing, provided such deposits do not exceed two months of rent and are designated to be returned to the program.</p>			
TOTAL:			

TOTAL AGENCY BUDGET: REVENUE

(inclusive of **all** programs operated by your agency)

Organization_____

Show a three year history of **actual revenue** received by your agency for the three year period shown.
If more space is needed continue with another page.

CATEGORY	2017	2018	2019
Government Grants (list sources)			
A.			
B.			
C.			
D.			
Subtotal			
Foundation Grants (list sources)			
A.			
B.			
C.			
D.			
Subtotal			
Other Revenue (list sources)			
A.			
B.			
C.			
D.			
Subtotal			
TOTAL REVENUE			

PART 2: EXPERIENCE

1. How long has your agency been performing the specific activity for which you are applying? _____

Describe your agency's specific experience in providing the service for which funding is requested.

NOTE: For Affordable Housing Production/CHDO activities; see following page for additional requirements related to experience and agency property inventory.

Score _____ (10 pts)

2. How many staff will work on performing the requested activity? _____

Describe the **experience** of the specific **staff** member(s) in providing the service for which funding is requested.

Score: _____ (15 pts)

Community Housing Development Organization (CHDO) EXPERIENCE CERTIFICATION

Please attach signed copies for each staff or consultant whose experience should be considered for meeting the Experience/Capacity requirement. Resumes should also be attached.

Name

Mailing Address

Phone Number

Fax Number

Project Name

Project Location

Project Type (Homebuyer, Rental, etc.)

Date Completed

Funding Sources

Describe Role on Project

Project References:

Name

Address

Phone

Name

Address

Phone

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)

AGENCY PROPERTY INVENTORY

List all currently owned properties completed and/or in progress

Property Address	Number of Units	Property Type (Homebuyer or Rental)	Completion Date	Lease/ Sale Date

ACCOMPLISHMENTS

3a. Existing Agencies (Currently Funded by CDGA):

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments.

Failure to provide the required documentation will result in a score of zero for this section.

3b. New Groups (not currently funded by CDGA):

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date.

New groups must include THIRD PARTY documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments.

Failure to provide the required documentation will result in a score of zero for this section.

Score: _____(20 pts)

Board of Directors Roster for Agencies with Grants Administered by Community Development Grants Administration

Date Completed: _____

Program Year: 2020

***CDGA Policy requires a minimum of a five member board**

NAME & TITLE	RACE	ADDRESS-INCLUDE CITY, STATE & ZIP	TERM EXPIRATION
NAME:			
TITLE:			
NAME:			
TITLE:			
NAME:			
TITLE:			
NAME:			
TITLE:			
NAME:			
TITLE:			
NAME:			
TITLE:			
NAME:			
TITLE:			
NAME:			
TITLE:			
NAME:			
TITLE:			
NAME:			
TITLE:			

The Slate of Officers of the Board Shall Commence on _____ and End on _____.

NOTE: THIS FORM MUST BE SUBMITTED WHENEVER THERE ARE BOARD CHANGES.

Year 2020 REQUEST FOR PROPOSALS

HUD Category: Public Services

- ❖ Youth Services
- ❖ Employment Services - Placement/Training & Placement
- ❖ Employment Services - Transitional Jobs
- ❖ Neighborhood Strategic Planning/Community Organizing/Crime Prevention
- ❖ Homebuyer Counseling

PUBLIC SERVICES - YOUTH SERVICES

Total Funds Available: \$1,000,000 (CDBG Funds)

Key Activities – Program Description:

CDGA is seeking community-based organizations to provide opportunities for youth through education, crime prevention & personal development, civic engagement, community service, and recreation. All programs must be available to youth in the CDBG target areas (*See map in Appendix*). Licensed group homes and community based residential facilities are ineligible to apply.

Funding Guidelines: Minimum bid amount: \$30,000

Eligible Activities:

Education

Programs that have an intrinsic goal to increase educational attainment, academic achievement, and/or literacy skills. Examples include GED programs, writing workshops, intense tutoring and mentoring, English-as-a-Second Language (ESL) classes. A program is not considered educational by simply providing homework assistance or computer access.

Crime Prevention and Personal Development

Programs that aim to prevent crime, reduce teen pregnancy and develop leadership skills. Examples include programs that provide a safe haven and adult supervision for youth, after school and during the evenings and weekends.

Civic Engagement/Community Service

Programs that focus primarily on volunteering and community services such as those that educate the community on social and neighborhood issues. Community service or education must be the foundation of the activity.

Recreation

Recreational programs are those that provide sports, arts and crafts, theater or other similar activities for participants. These programs exist primarily to provide fun, safe, and creative outlets for youth.

Employment Services

Programs that are geared towards job training and job placement. The program must impart specific and marketable skills to recipients. This could include resume writing, interview preparation, and job search and placement assistance. The program might also offer job-specific skill development such as food service training or administrative skills through classes, internships or apprenticeships. The programming must comprise a large portion of the organization's youth activities.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.
2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying? Describe your agency's specific experience in providing the service for which funding is requested.
2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. Accomplishments:

a. Existing Agencies (Currently Funded by CDGA):

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. New Groups (not currently funded by CDGA):

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

PUBLIC SERVICE: EMPLOYMENT SERVICES
Job Training & Placement and Job Placement Services

Total Funds Available: \$400,000 (CDBG Funds)

You must clearly specify if you are applying for Job Placement or Job Training & Placement. If you are applying for both, two separate applications and two separate budgets are required. Combined applications will not be considered and will be returned to the applicant.

Key Activities – Program Description:

CDGA is seeking Community-based organizations to provide skilled Job Training & Placement services and Job Placement Services for low-income citizens in the CDBG Target area.

Funding Guidelines: Minimum bid amount: \$30,000

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.

Additional Activity Requirements

- Please include training curriculums and types of certifications.
2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
 3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying? Describe your agency's specific experience in providing the service for which funding is requested.
2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. Accomplishments:

a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

METHOD OF PAYMENT – Employment Services

Successful applicants will be awarded Pay-for-Performance Vendor Contracts for this activity and will be reimbursed as follows:

1. **One-half** of the allocated dollars will be available to the agency for administrative costs incurred throughout the program year to operate the program.
2. The remaining **50%** of funds will be reimbursed only upon a successful job placement and/or job retention. The job placement should coincide with the training received.
3. CDGA will not reimburse for placements that occur through the use of temporary staffing agencies unless the placement becomes permanent.

PUBLIC SERVICES: EMPLOYMENT SERVICES

Transitional Jobs Program

Total Funds Available: \$350,000 (CDBG Funds)

Key Activity – Program Description:

Compete Milwaukee is a transitional jobs program which combines subsidized time-limited on-the-job work experiences, with professional development career pathways workforce trainings and services to unemployed or underemployed low-income city residents. The City of Milwaukee collaborates with private sector employers and workforce development partners to create pathways to unsubsidized employment for participating residents.

Supplemental Wage: In partnership with the Wisconsin Department of Children and Families, Transform Milwaukee Jobs, and local workforce development board, employment programs that offer subsidized time-limited transitional job work experiences at City of Milwaukee and contractor worksite locations. Participants include unemployed and underemployed young adults, including Out-of-School and In-School youth, and adults, who meet specific eligibility requirements related to federal and state qualifications. The Community Development Block Grant award is used to subsidize worker pay to the rate of \$11.32 as required under Wisconsin Statute 66.0903 and Milwaukee Code of Ordinance 310-13, or any other applicable law.

Professional Development Career Pathways: Provide comprehensive workforce development services and training to Wisconsin Department of Children and Families, Transform Milwaukee Jobs, and local workforce development board, program participants placed at City of Milwaukee and contractor worksite locations. Services include providing industry based individualized career assessments, barrier remediation referrals/services, skills trainings, certifications, program coordination and placement assistance in entering apprenticeship or direct unsubsidized placement services.

Workforce Development Services & Coordination: Provide specialized wraparound workforce development services, training and coordination to Wisconsin Department of Children and Families, Transform Milwaukee Jobs, and local workforce development program participants placed at City of Milwaukee and contractor worksite locations. Services to transitional job participants collaborate with federal, state, and City of Milwaukee partners to provide unsubsidized employment tracking outcomes, program coordination, career counseling and referrals to job training and direct unsubsidized placement services.

Funding Guidelines: Minimum bid amount: \$60,000

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.

Additional Activity Requirements

➤ **Supplemental Wage**

- a. **Recruitment Process:** Describe the agency's outreach/ recruitment process that will be used to inform eligible City of Milwaukee residents of the short-term employment opportunity.

- b. Hiring Process: Describe the following:
 - i. What screening process is in place to determine the likely candidate for the proposed employment?
 - ii. How will the eligibility of the worker be verified and where will this documentation be kept?
- c. Agency Experience: Describe your agency's ability to work with individuals who have difficulty entering and succeeding in work.
- d. Collaborations/ Partnerships: Describe your agency's existing partnerships with employers to provide employment, skills training, education, and supportive services.

➤ **Professional Development Career Pathways**

- a. Describe your agency's experience utilizing individualized assessments to match individuals to employment opportunities provided through your agency and partner network
- b. Describe your agency's experience placing transitional job participants in apprenticeship or direct unsubsidized employment positions

➤ **Workforce Development Services & Coordination**

- a. Describe your agency's experience performing unsubsidized employment tracking services for transitional job program participants.
 - b. Describe your agency's experience placing transitional job participants in job training and direct unsubsidized employment positions.
 - c. Describe your agency's experience coordinating workforce development program coordination.
2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
3. **Program Outcomes:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

- 1. How long has your agency been performing the specific activity for which you are applying? Describe your agency's specific experience in providing the service for which funding is requested.
- 2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. Accomplishments:

a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

PUBLIC SERVICE

NEIGHBORHOOD STRATEGIC PLANNING/COMMUNITY ORGANIZING/CRIME PREVENTION

NSP Areas:

1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19

Total Funds Available: \$893,000 (CDBG Funds)

Funding Guidelines: Allocation amount per each separate NSP area is \$47,000

NOTE: A full-time Community Organizer is required for each separate NSP area.

Key Activities – Program Description:

Seeking non-profit community-based organizations to coordinate and implement Community Organizing/Crime Prevention activities in the Neighborhood Strategic Planning Areas: 1 through 19.

MANDATED & REQUIRED ACTIVITIES:

- Conduct and track door-to-door contacts with residents/businesses/stakeholders on issues; inform and provide resource information and follow-up.
- In coordination with the Milwaukee Police Department (MPD), establish and maintain block clubs, neighborhood watches, and address criminal and other nuisance complaints.
- Collaborate with City of Milwaukee Departments, law enforcement, and other community-based organizations and business groups on crime prevention, neighborhood improvement efforts, community events, community organizing and other collaborative projects.
- Assist with coordinated cleans-ups between residents, area stakeholders, and the City's Department of Neighborhood Services.
- Conduct neighborhood meetings involving stakeholders (residents and businesses) to address community priorities/issues.
- Participate in CDGA required trainings and workshops on community organizing strategies and techniques and other trainings as mandated by CDGA.
- Describe other neighborhood initiatives as mandated by CDGA.

The boundaries are: See NSP area map located in the Appendix.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.

Additional Activity Requirements

- a. Describe your agency's organizing strategy in collaborating with City of Milwaukee Departments, law enforcement, and other community-based organizations and business groups on crime prevention, neighborhood improvement efforts, community events, community organizing and other collaborative projects.
 - b. How will your agency conduct outreach and track door-to-door contacts with residents/businesses/stakeholders on issues. Are any social media tools being utilized?
 - c. Explain how your agency will inform and provide resource information and post-contact follow-up, especially to those individual that do not have social media.
 - d. Describe how you would define and measure success as a community organizer in the community you are applying for funding.
2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
 3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

NOTE: A full-time Community Organizer is required for each NSP area.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying? Describe your agency's specific experience in providing the service for which funding is requested.
2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. Accomplishments:

a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

HOUSING: HOME BUYER COUNSELING SERVICES

Total Funds Available: \$260,000 (CDBG Funds)

Key Activity – Program Description:

CDGA is seeking providers for homebuyer counseling and other homebuyer assistance activities to facilitate mortgage loan closings for first-time low-income homebuyers. Services should include pre-purchase counseling, mortgage loan assistance, budget counseling and assistance with credit repair. Counseling services also include assistance to residents in obtaining home improvement/repair loans, refinancing of existing mortgage loans, post purchase, tax default and mortgage default counseling. In addition, the homebuyer counselors act as a liaison between homebuyers, lenders and real estate professionals.

Funding Guidelines: Minimum bid amount: \$30,000

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.

Additional Activity Requirements

- a. **Homebuyer Workshops:** Describe the agency's homebuyer education classes, and options available to eligible persons.
- b. **Credit Repair/Budgeting:** Describe the following:
 - iii. The process the agency uses to educate and/or assist persons with credit repair.
 - iv. The process the agency uses to educate persons on money management.
- c. **Mortgage Loan:** Describe your agency's ability to successfully work with mortgage lenders and bridge the gap between the lender and the potential buyer.
- d. **Property Selection:** Describe the agency's role in assisting buyers with understanding local markets and property selection based on their need.
- e. **Access to Additional Resources:** Describe your agency's existing partnerships with other funders to support Homebuyer education and related services.
- f. **Other Services:** Describe other services provided such as down payment assistance, post purchase counseling, home maintenance education, mortgage loan refinancing, mortgage default/tax default counseling and resolution, or bilingual services.

2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
3. **Program Outcomes:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying?
Describe your agency's specific experience in providing the service for which funding is requested.
2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. **Accomplishments:**

- a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

- b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: *A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.*

Failure to provide the required documentation will result in a score of zero for this section.

Other Program Requirements

METHOD OF PAYMENT – Homebuyer Counseling

Successful applicants will be awarded Pay-for-Performance Vendor Contracts for this activity and will be reimbursed as follows:

1. ***One-half*** of the allocated dollars will be available to the agency for administrative costs incurred throughout the program year to operate the program.
2. The remaining **50%** of funds will be reimbursed only upon successful loans closed. The loans closed should result from the homebuyer counseling received.

HUD Category: Economic Development

- ❖ **Special Economic Development - Business Assistance**

SPECIAL ECONOMIC DEVELOPMENT: BUSINESS ASSISTANCE

Total Funds Available: \$910,000 (CDBG Funds)

Key Activities – Program Description:

Provide technical assistance to new or existing businesses to result in one or both of the following outcomes within the program year:

- New Job Creation (full-time or part-time) for low income residents in the CDBG target areas.
- New businesses or business expansion resulting in new job creations.

Funding Guidelines: Minimum bid amount: \$30,000

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.

Additional Program Requirements – Please describe the eligible activities covered under your program:

- Technical assistance
 - Business plan development
 - Financial accounting
 - Loan underwriting
 - Revolving Loan Fund
 - Legal and tax consulting
 - City of Milwaukee-Small Business Enterprise (SBE) certification
 - Contract procurement
 - Proposal writing
2. Describe your agency's outreach and all of the methods that will be used to inform eligible businesses about your program. **Include the number to be served by your program.**
 3. **Program Outcomes:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying? Describe your agency's specific experience in providing the service for which funding is requested.

Business Assistance Cont.

2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. **Accomplishments:**

- a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

- b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

Other Program Requirements

Per the HUD regulations, eligible Business Assistance Economic Development activities funded by CDGA to assist for profit businesses must be directly linked to the creation of full or part-time Permanent jobs, at least 51% of which are to be held by low and moderate-income persons. Jobs indirectly created (spin-off or trickle down jobs) may not be counted as a created job. There must be a direct link between the CDBG assisted activity and the job created.

METHOD OF PAYMENT – Special Economic Development

Successful applicants will be awarded Pay-for-Performance Vendor Contracts for this activity and will be reimbursed as follows:

3. ***One-half*** of the allocated dollars will be available to the agency for administrative costs incurred throughout the program year to operate the program.
4. The remaining **50%** of funds will be reimbursed only upon a successful job placement and/or job retention. The job placement should coincide with the training received.
5. CDGA will not reimburse for placements that occur through the use of temporary staffing agencies unless the placement becomes permanent.

Category: Planning

- ❖ **Fair Housing Enforcement/Education/Predatory Lending/Eviction Prevention**

PLANNING

FAIR HOUSING ENFORCEMENT/EDUCATION/PREDATORY LENDING/EVICTION PREVENTION

Total Funds Available: \$200,000 (CDBG Funds)

Key Activities – Program Description:

Seeking public education programs that includes presentations on fair housing laws, programs for homeowners on discriminatory homeowner's insurance practices, fair housing training seminars, technical assistance on fair housing compliance, housing information referral service to ameliorate racially segregated housing patterns, referral services for eviction related disputes and legal services in the metropolitan Milwaukee area.

- Provide Fair Housing enforcement to promote fair lending, fair housing rights and responsibilities and to address predatory lending in metropolitan Milwaukee.
- Provide guidance and implementation strategies to expand capacity of services to tenants/landlords to stabilize housing and reduce the impact of evictions in the Milwaukee community.

Funding Guidelines: Minimum bid amount: \$30,000

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.

Additional Program Requirements:

- a. Describe how your agency will report key activities and outcomes in collaboration with the City of Milwaukee's Equal Rights Commission.
2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
 3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying?
Describe your agency's specific experience in providing the service for which funding is requested.
2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. **Accomplishments:**

a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

Category: Housing

- ❖ **Neighborhood Improvement Program**
- ❖ **Housing Accessibility**
- ❖ **Affordable Housing Production (CHDO)**
- ❖ **Affordable Housing Production**
- ❖ **Milwaukee Builds Program**
- ❖ **Youth Build Program**

HOUSING: NEIGHBORHOOD IMPROVEMENT PROGRAM (NIP)

**Total Funds Available: \$2,205,000 (HOME)
\$764,600 (CDBG)**

Key Activity – Program Description:

CDGA is seeking qualified housing rehabilitation organizations to administer forgivable loans for eligible low-income owner-occupants through the City's Neighborhood Improvement Project (NIP). Applicants must demonstrate the ability to carry out moderate rehabilitation projects in a professional and efficient manner utilizing qualified subcontractors and/or agency staff. Housing units rehabilitated through the program must be located in the City of Milwaukee's CDGA Target Area and owner-occupied by eligible low income households.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.

Additional Activity Program Specifications

- a. Describe your agency's relationships with local lenders and its ability to obtain construction financing.
 - b. Describe how your agency will collaborate with other agencies to reach and serve the target population.
 - c. Describe your agency's process for soliciting qualified subcontractors.
 - d. Describe your agency's methods for providing oversight during the construction phase to ensure quality workmanship, consumer satisfaction and compliance with HUD regulations.
 - e. Describe any plans the agency may have to cluster its activity for greater impact in selected neighborhoods.
2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
 3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET (5 points)

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying?
Describe your agency's specific experience in providing the service for which funding is requested.
2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. **Accomplishments:**

a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: *A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.*

Failure to provide the required documentation will result in a score of zero for this section.

Other Program Requirements

1. Housing activities must comply with all applicable HUD Lead-based paint regulations, including Title X of the Housing & Community Development Act, as amended.
2. Projects are subject to environmental review after the parcel has been identified and before any costs may be incurred.
3. NIP funds will be used to serve households with gross incomes of 60% or less of the County Median Income (CMI).

Housing NIP cont'd

4. Services will entail repair of exterior and interior municipal code violations and lead hazard reduction activities. Eligible work items include mechanical systems and major masonry work when feasible. Work must be carried out in a professional and workmanlike manner and all labor will be warranted for a minimum of one year.
5. Cost caps: Maximum per structure is **\$24,500** for direct rehabilitation costs. Maximum administrative allowance is **\$7,300** per structure for the NIP provider.
6. The agency shall collaborate with other neighborhood rehabilitation efforts to maximize revitalization of the target areas.
7. Applicants and all subcontractors working with the applicant must be in good standing with other City departments, hold a valid City of Milwaukee Home Improvement Contractor's license and applicable State of Wisconsin license requirements; not be listed on the Excluded Parties List System (HUD's list of debarred contractors).

Federal HOME funds are included with this activity. The City will allocate funds only after a specific property has been identified and approved by the City. Use of HOME funds create programmatic obligations that relate to total compliance with building codes, income eligibility, expenditure and completion timelines, re-inspections and continued rent affordability.

HOUSING: HOUSING ACCESSIBILITY PROGRAM

Total Funds Available: \$42,750 (CDBG Funds)

Key Activities – Program Description:

CDGA is seeking a qualified housing rehabilitation organization to perform accessibility improvements for income eligible persons with physical, visual and hearing disabilities. Improvements can include handicap accessible ramps, bathroom, kitchen, bedroom and living room modifications and safety enhancements.

Funding Guidelines: Minimum bid amount: \$42,750

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program. Include the following: 1) average costs of ramp and/or electrical lift construction.
2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying? Describe your agency's specific experience in providing the service for which funding is requested.
2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. Accomplishments:

a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

Other Program Requirements

An approved ramp shall be paid on the basis of the number of lineal feet of ramp constructed. The accepted price per foot shall be invoiced at the completion of the ramp. CDGA, or its' delegate, shall inspect the ramp for acceptable completion and verification of length for billing purposes. Upon confirmation from the City's Department of Neighborhood Services, CDGA will initiate payment of invoices. Housing activities must comply with all applicable HUD Lead-Based paint regulations, including Title X of the Housing & Community Development Act, as amended.

HOUSING: COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)

Housing Production: Affordable Housing Production (A/R/C)

Total Available: HOME FUNDS ONLY

CHDO Affordable Housing Production: \$780,000

CHDO Operating Costs: \$260,000

Key Activity – Program Description:

CDGA is seeking qualified housing production agencies to acquire vacant, blighted residential structures for rehabilitation and/or to construct new housing on vacant City parcels. Housing units constructed or rehabilitated through the program must be located in the City of Milwaukee's CDGA Target Area and sold or rented to eligible low income households. Applicants must be eligible for CHDO certification and certified by the City of Milwaukee prior to contract execution and the disbursement of funds.

See Appendix for CHDO certification requirements and additional CHDO requirements.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific **CHDO-Eligible** activities to be performed and the goals of the Program. Include ownership/or expected date of conveyance, include property addresses, and timeline for the development through completion.

Additional Activity Program Specifications

- a. Describe any plans the agency may have to cluster its activity for greater impact in selected neighborhoods.
 - b. For new construction, (homebuyer or rental), describe how the agency will develop in-fill housing projects that are targeted to the needs of the community.
 - c. Indicate any special considerations such as whether the units will be Energy Star certified, accessible or visitable to those with physical or other impairments.
 - d. Describe your agency's relationships with local lenders and its ability to obtain construction financing.
 - e. Describe your agency's process for soliciting qualified subcontractors.
 - f. Describe your agency's methods for providing oversight during the construction phase to ensure quality workmanship, consumer satisfaction and compliance with HUD regulations.
2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
 3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET (5 points)

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying?
Describe your agency's specific experience in providing the service for which funding is requested.
2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. **Accomplishments:**

c. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

d. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

Other Program Requirements

1. Housing activities must comply with all applicable HUD Lead-based paint regulations, including Title X of the Housing & Community Development Act, as amended.
2. Projects are subject to environmental review after the parcel has been identified and before any costs may be incurred.
3. Average HOME development subsidy per unit shall not exceed 50% of the development costs or \$50 per sq. ft.
4. The CHDO developing or sponsoring the housing constructed or rehabilitated through this program, must also be the owner.
5. The City' Department of City Development (DCD) Planning Division must approve all plans and designs.
6. This program shall not displace any persons or businesses.
7. The agency shall collaborate with other neighborhood rehabilitation efforts to maximize revitalization of the target areas.
8. If funded, the agency will be required to provide a complete feasibility package for each housing project, (as defined by the City of Milwaukee-Housing Production manuals) and receive CDGA approval, prior to initiating a housing project.
9. All subcontractors working with the applicant must be in good standing with other City departments, hold a valid City of Milwaukee Home Improvement Contractor's license and not be listed on the Excluded Parties List System, (HUD's list of debarred contractors).

Federal HOME funds are included with this activity. The City will allocate funds only after a specific property has been identified and approved by the City. Use of HOME funds create programmatic obligations that relate to total compliance with building codes, income eligibility, expenditure and completion timelines, re-inspections and continued rent affordability.

HOUSING: AFFORDABLE HOUSING PRODUCTION

(Acquire/Rehab/New Construction)

Total Available: \$500,000 (HOME)

Key Activity – Program Description:

CDGA is seeking qualified housing production agencies to acquire vacant, blighted residential structures for rehabilitation and/or to construct new housing on vacant City parcels. Housing units constructed or rehabilitated through the program must be located in the City of Milwaukee's CDGA Target Area and sold or rented to eligible low income households.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific **Eligible** activities to be performed and the goals of the Program. Include ownership/or expected date of conveyance, include property addresses, and timeline for the development through completion.

Additional Activity Program Specifications

- a. Describe any plans the agency may have to cluster its activity for greater impact in selected neighborhoods.
 - b. For new construction, (homebuyer or rental), describe how the agency will develop in-fill housing projects that are targeted to the needs of the community.
 - c. Indicate any special considerations such as whether the units will be Energy Star certified, accessible or visitable to those with physical or other impairments.
 - d. Describe your agency's relationships with local lenders and its ability to obtain construction financing.
 - e. Describe your agency's process for soliciting qualified subcontractors.
 - f. Describe your agency's methods for providing oversight during the construction phase to ensure quality workmanship, consumer satisfaction and compliance with HUD regulations.
2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
 3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET (5 points)

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying?
Describe your agency's specific experience in providing the service for which funding is requested.
2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. **Accomplishments:**

a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

Other Program Requirements

1. Housing activities must comply with all applicable HUD Lead-based paint regulations, including Title X of the Housing & Community Development Act, as amended.
2. Projects are subject to environmental review after the parcel has been identified and before any costs may be incurred.
3. Average HOME development subsidy per unit shall not exceed 50% of the development costs or \$50 per sq. ft.
4. The City' Department of City Development (DCD) Planning Division must approve all plans and designs.
5. This program shall not displace any persons or businesses.
6. The agency shall collaborate with other neighborhood rehabilitation efforts to maximize revitalization of the target areas.
7. If funded, the agency will be required to provide a complete feasibility package for each housing project, (as defined by the City of Milwaukee-Housing Production manuals) and receive CDGA approval, prior to initiating a housing project.
8. All subcontractors working with the applicant must be in good standing with other City departments, hold a valid City of Milwaukee Home Improvement Contractor's license and not be listed on the Excluded Parties List System, (HUD's list of debarred contractors).

Federal HOME funds are included with this activity. The City will allocate funds only after a specific property has been identified and approved by the City. Use of HOME funds create programmatic obligations that relate to total compliance with building codes, income eligibility, expenditure and completion timelines, re-inspections and continued rent affordability.

HOUSING: MILWAUKEE BUILDS

Housing Production: Rehabilitate/New Construction

Total Funds Available: \$500,000 (CDBG)

PLEASE NOTE:

- **Milwaukee Builds program requires a partnership with Employ Milwaukee as a recruitment, training, and funding source.**
- **A letter of commitment from Employ Milwaukee is required for CDGA funding consideration.**

Key Activity – Program Description:

CDGA is seeking qualified agencies to provide on-site training and work experience related to residential construction, off-site academic classes, and supportive services for adults. The program provides people with education, employment skills and career direction leading to economic self-sufficiency while also assisting with affordable housing opportunities in the community. Non-profit community-based agencies are funded to undertake this program.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activities to be performed and the goals of the Program. Include training or employment opportunities, ownership/or expected date of conveyance, include property addresses, and timeline of the training or employment opportunity through completion.

Additional Activity Program Specifications (when applicable)

- a. Describe your agency's methods of providing training to participants and how that leads to economic self-sufficiency.
- b. Describe the agency's partnerships/collaborations with private sector businesses that hire participants.
- c. Describe any plans the agency may have to cluster its activity for greater impact in selected neighborhoods.
- d. For new construction, describe how the agency will develop in-fill housing projects that are targeted to the needs of the community.
- e. Indicate any special considerations such as whether the units will be Energy Star certified, accessible or visitable to those with physical or other impairments.
- f. Describe your agency's relationships with local lenders and its ability to obtain construction financing.
- g. Describe your agency's process for soliciting qualified subcontractors.

- h. Describe your agency's methods for providing oversight during the construction phase to ensure quality workmanship, consumer satisfaction and compliance with HUD regulations.
 - i. Describe how the agency will market properties to eligible persons.
2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
 3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET (5 points)

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying?

Describe your agency's specific experience in providing the service for which funding is requested.

2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. **Accomplishments:**

a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

Other Program Requirements

1. Housing activities must comply with all applicable HUD Lead-based paint regulations, including Title X of the Housing & Community Development Act, as amended.
2. Projects are subject to environmental review after the parcel has been identified and before any costs may be incurred.
3. The City' Department of City Development (DCD) Planning Division must approve all plans and designs.
4. This program shall not displace any persons or businesses.
5. The agency shall collaborate with other neighborhood rehabilitation efforts to maximize revitalization of the target areas.
6. If funded, the agency will be required to provide a complete feasibility package for each housing project, (as defined by the City of Milwaukee-Housing Production manuals) and receive CDGA approval, prior to initiating a housing project.
7. All subcontractors working with the applicant must be in good standing with other City departments, hold a valid City of Milwaukee Home Improvement Contractor's license and not be listed on the Excluded Parties List System, (HUD's list of debarred contractors).

Federal HOME funds are included with this activity. The City will allocate funds only after a specific property has been identified and approved by the City. Use of HOME funds create programmatic obligations that relate to total compliance with building codes, income eligibility, expenditure and completion timelines, re-inspections and continued rent affordability.

HOUSING: YOUTH BUILDS

Housing Production: Acquire/Rehabilitate/Sell/New Construction

**Total Funds Available: \$100,000 (HOME)
\$250,000 (CDBG)**

PLEASE NOTE:

- YouthBuilds program requires a partnership with Employ Milwaukee as a recruitment, training, and funding source.
- A letter of commitment from Employ Milwaukee is required for CDGA funding consideration.

Key Activity – Program Description:

CDGA is seeking qualified housing production agencies to provide on-site housing construction and rehabilitation training and work experience, off-site academic classes and supportive services for at-risk young people. The program provides young people with education, employment skills and career direction leading to economic self-sufficiency while also creating affordable housing opportunities in the community. Non-profit community-based agencies are funded to undertake this program.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activities to be performed and the goals of the Program. Include ownership/or expected date of conveyance, include property addresses, and timeline for the development through completion.

Additional Activity Program Specifications

- a. Describe any plans the agency may have to cluster its activity for greater impact in selected neighborhoods.
- b. For new construction, describe how the agency will develop in-fill housing projects that are targeted to the needs of the community.
- c. Indicate any special considerations such as whether the units will be Energy Star certified, accessible or visitable to those with physical or other impairments.
- d. Describe your agency's relationships with local lenders and its ability to obtain construction financing.
- e. Describe your agency's process for soliciting qualified subcontractors.
- f. Describe your agency's methods for providing oversight during the construction phase to ensure quality workmanship, consumer satisfaction and compliance with HUD regulations.
- g. Describe your agency's methods of providing training to participants and how that leads to economic self-sufficiency.

Youth Builds cont'd

- h. Describe the agency's partnerships/collaborations with private sector businesses that hire participants.
- i. Describe how the agency will market properties to eligible persons.
- 2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
- 3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET (5 points)

- 4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

- 1. How long has your agency been performing the specific activity for which you are applying?

Describe your agency's specific experience in providing the service for which funding is requested.

- 2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

- 3. **Accomplishments:**

- c. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

- d. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

Other Program Requirements

1. Housing activities must comply with all applicable HUD Lead-based paint regulations, including Title X of the Housing & Community Development Act, as amended.
2. Projects are subject to environmental review after the parcel has been identified and before any costs may be incurred.
3. The City' Department of City Development (DCD) Planning Division must approve all plans and designs.
4. This program shall not displace any persons or businesses.
5. The agency shall collaborate with other neighborhood rehabilitation efforts to maximize revitalization of the target areas.
6. If funded, the agency will be required to provide a complete feasibility package for each housing project, (as defined by the City of Milwaukee-Housing Production manuals) and receive CDGA approval, prior to initiating a housing project.
7. All subcontractors working with the applicant must be in good standing with other City departments, hold a valid City of Milwaukee Home Improvement Contractor's license and not be listed on the Excluded Parties List System, (HUD's list of debarred contractors).

Federal HOME funds are included with this activity. The City will allocate funds only after a specific property has been identified and approved by the City. Use of HOME funds create programmatic obligations that relate to total compliance with building codes, income eligibility, expenditure and completion timelines, re-inspections and continued rent affordability.

**Category: Housing Opportunities for Persons
WITH AIDS (HOPWA)**

- ❖ **Housing and Supportive Services for Persons
with AIDS**

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS

Total Funds Available: \$735,000 (HOPWA Funds)

Key Activities – Program Description:

Housing Opportunities for Persons with AIDS (HOPWA) funding can be used to assist all forms of housing designed to prevent homelessness including emergency housing, shared housing arrangements, apartments, single room occupancy (SRO) dwellings, and community residences. Appropriate supportive services must be provided as part of any HOPWA assisted housing, but HOPWA funds may also be used to provide services independent of any housing activity.

The following activities may be carried out with HOPWA funds:

1. Housing information services, including, but not limited to, counseling, information and referral services to assist an eligible person to locate, acquire, finance and maintain housing. This may include fair housing counseling for eligible persons who may encounter discrimination on the basis of race, color, religion, national origin, age, familial status or handicap;
2. Acquisition, rehabilitation, conversion, lease and repair of facilities to provide housing and services;
3. Project or tenant-based rental assistance, including assistance for shared housing arrangements;
4. Short term rent, mortgage and utility payments to prevent the homelessness of a tenant or mortgagor of a property; (separate from #3 above);
5. Supportive services including, but not limited to: health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, daycare, nutritional services, intensive care when required, and assistance to gaining access to Local, State and Federal government benefits except that health services may only be provided to individuals with AIDS or related diseases and not to family members of these individuals;
6. Operating costs for housing including maintenance, security, operations, insurance, utilities, furnishings equipment, supplies and other incidental costs;
7. Technical assistance in establishing and operating a community residence, including planning and other pre-development or pre-construction expenses including but not limited to, community outreach and educational activities regarding AIDS or related diseases for persons residing in close proximity to the community residence;
8. Administrative expenses: each project sponsor may not use more than seven percent of the amounts received for its own administrative costs.

Eligible Applicants

All cities, counties, housing authorities, tribal agencies and private non-profit agencies serving the four - County Milwaukee Metropolitan area: Milwaukee, Waukesha, Washington and Ozaukee counties are eligible to apply. The private non-profit agencies must be organized under Wisconsin Chapter 181; be exempt from taxation under subtitle A of Section 501(c) of the Internal Revenue Code; governed by a voluntary board of directors; use approved accounting systems and practice nondiscrimination in the provision of assistance.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.

Additional Program Requirements

- a. Describe the service area and the need for the project in the area to be served, including the relative number of AIDS cases and per capita AIDS incidence and the housing needs of eligible persons in the proposed service area.
- b. Describe your client housing needs assessments (such as client intake procedures, housing case management or other efforts which serve to direct the type of housing assistance provided). Describe how often these client assessments of the appropriateness of the housing support are conducted or if they are ongoing.
- c. Describe the appropriateness of the housing, case management and supportive services, including how activities will be carried out.
- d. Describe your established written procedures and staff training efforts regarding confidentiality and Physical security for client records and the confidentiality of addresses/locations of any leased projects.
- e. Describe your involvement with other agencies to collaborate and coordinate housing and supportive services for individuals and families affected by AIDS/HIV in your service area.
- f. Describe the housing alternatives to be used, the role participants will have in deciding where to live and the role of the project sponsor in operating/maintaining the housing.
- g. Describe your Policy on the Termination of Participation and Grievance Procedures, if a client violates your agency program requirements.
- h. Explain how rental assistance payments will be administered, who will hold the lease and the income certification process for participants who are being charged rent.
- i. Describe your method of tracking client eligibility and the amount of rental assistance provided through annual income re-certifications and resident rent payment determinations.
- j. Explain the method for assuring that housing subsidized with HOPWA funds meets HUD Housing Quality Standards.
- k. Assistance may not be provided for costs accruing over a period of more than 21 weeks in any 52-week period. Describe the method (calendar days of assistance, rounding a month to four weeks or counting full and partial weeks) you use for calculating the maximum allowable period of benefits.

2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. **Include the number to be served by your program.**
3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

4. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

1. How long has your agency been performing the specific activity for which you are applying? Describe your agency's specific experience in providing the service for which funding is requested.
2. How many staff will work on performing the funded activity? Describe the experience of the specific staff member(s) in providing the service for which funding is requested.

3. **Accomplishments:**

- a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

- b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Failure to provide the required documentation will result in a score of zero for this section.

Definitions

For purposes of this Request for Proposals, the following definitions will be used:

- **Acquired Immunodeficiency Syndrome (AIDS) or related diseases**, means the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus, (HIV);
- **Eligible person** means a person with AIDS or a related disease and the family of such person;
- **Low income individual** means any individual or family whose gross annual income does not exceed 80% of the median income for the area;
- **Project sponsor** means any non-profit or governmental agency that receives funds to carry out eligible activities under this grant.

Other Program Requirements

1. Any building for which HOPWA rehabilitation grants are used must then be maintained as a facility to provide housing or assistance for individuals with AIDS or related diseases for not less than a three-year period or, if the grant amounts are used for major rehabilitation or conversion of the building, for not less than a ten-year period. Any building renovated or converted with the use of these funds, must meet the local government safety and sanitation standards. In addition, an environmental impact assessment will be required for proposals for acquisition and rehabilitation or new construction.
2. Each agency receiving a grant must submit monthly reports and also an annual performance report on the obligation and expenditure of HOPWA funds.

Category: Homelessness Services
(Emergency Solutions Grant)

- ❖ **Emergency Shelter for Homeless**
- ❖ **Street Outreach**
- ❖ **Supportive Services**
- ❖ **HMIS/Coordinated Entry**
- ❖ **Homeless Prevention**
- ❖ **Rapid Re-Housing**

HOMELESSNESS CHECKLIST

Total Funds Available: \$1,220,000 (ESG)
 \$1,300,000 (CDBG)

REQUIRED: Check the type of funding for which you are applying. Submit only one application per category as directed below.

Check one funding source per application:

Total Amount Requested

- ☐ (CDBG Funds) \$
- ☐ (ESG Funds) \$

Select one program category for which you are applying:

The program category is:

- ☐ Emergency Shelter
- ☐ Street Outreach
- ☐ Supportive Services (CDBG eligible only)
- ☐ HMIS/Coordinated Entry
- ☐ Homeless Prevention
- ☐ Rapid Rehousing

Please list any other **categories** that may not be listed:

Note: Agencies applying for Housing Search & Placement must also apply for Tenant Base Rental Assistance (TBRA) or Financial Assistance.

HOMELESSNESS

Emergency Shelter

Key Activities – Program Description:

CDGA is seeking experienced non-profit community-based organizations to operate a 90-day stay or less, low-barrier, housing-focused program that will provide safe, sanitary emergency shelter for homeless individuals, youth, families and other sub-populations; including providing supportive services (case management, counseling, etc.) and basic amenities for those being served through the program.

Eligible Activities:

Emergency Shelter for Single Adults

Provide a safe, secure, and sanitary emergency shelter for single adults (ages 18 and older) for no more than 90 days. Single Adults may include other sub-populations such as veterans.

Emergency Shelter for Families

Provide a safe, secure, and sanitary emergency shelter for families for no more than 90 days. Families being defined as either a single male or female head of household with minor child(ren) and any household made up of two or more adults, regardless of sexual orientation, marital status, or gender identity, presenting with minor child(ren). Head of households may include other sub-populations such as veterans.

Emergency Shelter for Domestic Violence Victims

Provide a safe, secure, and sanitary emergency shelter for those fleeing from domestic violence or other life threatening experiences for no more than 90 days. Domestic Violence shelters can serve single adults, families, and other sub-populations so long as the individual or family is currently fleeing.

Emergency Shelter for Unaccompanied Youth

Provide a safe, secure, and sanitary emergency shelter or crisis emergency shelter for infants and children 12 years old and younger.

Emergency Shelter for Youth

Provide a safe, secure, and sanitary emergency shelter for youth for no more than 90 days. Youth being defined as any person who is between the ages of 12 and 18.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, answer the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. Describe the specific activity to be performed and the goals of the program.

Additional Program Requirements

- a. Describe the household/persons and/or sub-populations to be served. Describe the community need this program will address. Provide the total estimated capacity that can be served by your program within a year.
 - b. Describe program intake procedures (include explanation of documentation and any other procedure required for individuals/families to gain entry into shelter), hours of operation (both office and shelter hours), and maximum length of stay.
 - c. Describe how the program will participate with referrals from Impact 211. Describe how your agency **will** work in partnership with the Milwaukee Continuum of Care.
 - d. Describe how your program will provide individualized case management and supportive services to clients to help individuals/families obtain permanent housing through both local unsubsidized apartments and government funded housing options.
 - e. Describe how your program will ensure the participation of at least one homeless individual or formerly homeless individual in a policy-making function within the organization and the involvement of homeless individuals and/or families in the operation of the program.
 - f. Sub-population question:
 - i. **If your agency will serve domestic violence victims**, show how your program will enable domestic violence victims to safe-plan after leaving the emergency shelters and obtain safe, secure permanent housing and personal stability.
 - ii. **If your agency will serve youth and/or unaccompanied youth**, describe proactive measures to help prevent child abuse and supportive services to resolve family problems of parents in crisis to achieve family stability.
2. Describe your agency's outreach efforts to collaborate with external community partners in serving individuals/families experiencing homelessness in your program.
 3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

Utilizing the budget form which is enclosed, provide the following:

4. A total proposed budget for your program.
5. A total agency budget for your agency that encompasses all programs.
6. Projected 1:1 match funds (if applying for ESG funding).

PART II – EXPERIENCE (50 POINTS TOTAL)

1. **If applying for a new category or new activity** (never received City funding for the service for which you are applying), provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the category and activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
2. **If re-applying for the same category with a new activity**, provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
3. **If re-applying for the category and same activity**, describe how your agency will continue and improve the program in providing the service for which funding is requested. Provide a brief explanation of each staff position funded by the activity.

4. **ACCOMPLISHMENTS:**

a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups. Accomplishment data for activities funded under ESG will include System Performance Measurements outcomes, participation with CDGA facilitated or administered committee meetings, data quality, compliance with community written standards, and financial management. Agencies that are funded under CDBG for homeless activities will also utilize the same accomplishments where applicable.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. New groups **must include THIRD PARTY documentation** verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Additional Program Requirements: All relevant ESG Interim Regulations are applicable including the 1:1 matching funds requirement. CDGA will negotiate with successful bidders regarding these restrictions. Administration costs are not an allowable expense for the purposes of this RFP. Additionally, in accordance with the ESG Interim Regulations, all ESG funded activities must abide and participate in the area-wide coordinated homeless system and enter into the accepted homeless management information system.

HOMELESSNESS

Street Outreach

Key Activities – Program Description:

CDGA is seeking experienced non-profit community-based organizations to operate a program to provide engagement and case management to individuals/families living in places not meant for human habitation in order to gain stable, permanent housing.

Street Outreach assists a **literally homeless** individual or family. Street Outreach funding can only be used to serve those who meet the criteria under the term “unsheltered homeless people” means individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless” definition under § 576.2.

Eligible Activities:

Engagement services provide services that will locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.

Case management services provide assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. The intensive case management includes assisting the client in finding housing options either through the area-wide coordinated entry system or through other public or private housing options within the community.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, answer the following:

PART I – PROGRAM DESIGN

1. Describe the specific activity to be performed and the goals of the program.

Additional Program Requirements

- a. Describe how the program will serve all households/persons and sub-populations. Describe the community need the program will address. Provide the total estimated capacity that can be served by your program.
 - b. Describe program intake procedures (include explanation of documentation and any other procedure required for individuals/families), referral process to housing programs, and hours of operation (both office and outreach hours).
 - c. Describe how the program will participate with referrals to and from Impact 211. Describe how your agency **will** work in partnership with the Milwaukee Continuum of Care.
 - d. Describe how your program will provide individualized case management and supportive services to clients to help individuals/families obtain permanent housing through both local unsubsidized apartments and government funded housing options.
 - e. Describe how your program will ensure the participation of at least one homeless individual or formerly homeless individual in a policy-making function within the organization and the involvement of homeless individuals and/or families in the operation of the program.
 - f. Sub-population question:
 - i. **If your agency will serve domestic violence victims**, show how your program will enable domestic violence victims to safe-plan after obtaining safe, secure permanent housing and personal stability.
 - ii. **If your agency will serve youth and/or unaccompanied youth**, describe proactive measures to help prevent child abuse and supportive services to resolve family problems of parents in crisis to achieve family stability.
2. Describe your agency's outreach efforts to collaborate with external community partners better serve individuals/families experiencing homelessness in your program.
 3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

Utilizing the budget form which is enclosed, provide the following:

4. A total proposed budget for your program.
5. A total agency budget for your agency that encompasses all programs.
6. Projected 1:1 match funds (if applying for ESG funding).

PART II – EXPERIENCE (50 POINTS TOTAL)

1. **If applying for a new category or new activity** (never received City funding for the service for which you are applying), provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the category and activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
2. **If re-applying for the same category with a new activity**, provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
3. **If re-applying for the category and same activity**, describe how your agency will continue and improve the program in providing the service for which funding is requested. Provide a brief explanation of each staff position funded by the activity.

4. ACCOMPLISHMENTS:

a. Existing Agencies (Currently Funded by CDGA):

CDGA will utilize existing accomplishment data for currently funded groups. Accomplishment data for activities funded under ESG will include System Performance Measurements outcomes, participation with CDGA facilitated or administered committee meetings, data quality, compliance with community written standards, and financial management. Agencies that are funded under CDBG for homeless activities will also utilize the same accomplishments where applicable.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. New Groups (not currently funded by CDGA):

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. New groups **must include THIRD PARTY documentation** verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Additional Program Requirements: All relevant ESG Interim Regulations are applicable including the 1:1 matching funds requirement. CDGA will negotiate with successful bidders regarding these restrictions. Administration costs are not an allowable expense for the purposes of this RFP. Additionally, in accordance with the ESG Interim Regulations, all ESG funded activities must abide and participate in the area-wide coordinated homeless system and enter into the accepted homeless management information system.

HOMELESSNESS

Supportive Services

Key Activities – Program Description:

CDGA is seeking experienced non-profit community-based organizations to provide individualized case management, legal assistance and other appropriate supportive services to those chronically homeless, experiencing homelessness, fleeing from domestic violence or other life threatening experiences.

CDBG Eligible Only Activities:

Domestic Violence Case Management

Provide case management, legal assistance and other appropriate supportive services, to those fleeing from domestic violence or other life threatening experiences. Promoting personal safety, independence and self-reliance.

Domestic Violence Legal Assistance

Provide professional assistance with the legal system, court process, injunctions and restraining orders for domestic violence victims. Conduct community awareness and violence prevention programs and related activities.

Housing Navigator

Provide assistance to those experiencing homelessness in searching for permanent housing options. Provide housing inspections, housing negotiations, mediation between landlords, rental agreements and leases, and other services in order to assist individuals/families to obtain permanent housing.

Permanent Housing Case Management

Provide long-term, intensive case management for those experiencing chronic homelessness that now reside in a permanent housing project-based location.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN

1. Describe the specific activity to be performed and the goals of the Program. Describe the community need your program will address.

Additional Program Requirements

- a. Describe the household/persons and/or sub-populations to be served. Describe the community need this program will address. Provide the total estimated capacity that can be served by your program.
 - b. Describe program intake procedures, maximum length of assistance, and hours of operation.
 - c. Describe how your program will provide individualized case management to clients.
 - i. **If serving DV population**, describe how your program will improve the personal safety of the population the program will serve. Show how your program will improve the safety for clients and enable them to secure safe, stable permanent housing.
 - ii. **If serving Homeless population**, describe how your program will assist in stably housing individuals/families and maintain stable housing.
 - d. Describe how your program will ensure the participation of at least one homeless individual or formerly homeless individual in a policy-making function within the organization and the involvement of homeless individuals and/or families in the operation of the program.
 - e. Describe how the program will participate with referrals to and from Impact 211. Describe how your agency will work in partnership with the Milwaukee Continuum of Care on the requested activity.
2. Describe your agency's outreach efforts to collaborate with external community partners to leverage resources to assist in serving individuals/families experiencing homelessness in your program.
 3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

Utilizing the budget form which is enclosed, provide the following:

4. A total proposed budget for your program.
5. A total agency budget for your agency that encompasses all programs.
6. Projected 1:1 match funds (if applying for ESG funding).

PART II – EXPERIENCE (50 POINTS TOTAL)

1. **If applying for a new category or new activity** (never received City funding for the service for which you are applying), provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the category and activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
2. **If re-applying for the same category with a new activity**, provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
3. **If re-applying for the category and same activity**, describe how your agency will continue and improve the program in providing the service for which funding is requested. Provide a brief explanation of each staff position funded by the activity.

4. ACCOMPLISHMENTS:

a. Existing Agencies (Currently Funded by CDGA):

CDGA will utilize existing accomplishment data for currently funded groups. Accomplishment data for activities funded under ESG will include System Performance Measurements outcomes, participation with CDGA facilitated or administered committee meetings, data quality, compliance with community written standards, and financial management. Agencies that are funded under CDBG for homeless activities will also utilize the same accomplishments where applicable.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. New Groups (not currently funded by CDGA):

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. New groups **must include THIRD PARTY documentation** verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Additional Program Requirements: All relevant ESG Interim Regulations are applicable including the 1:1 matching funds requirement. CDGA will negotiate with successful bidders regarding these restrictions. Administration costs are not an allowable expense for the purposes of this RFP. Additionally, in accordance with the ESG Interim Regulations, all ESG funded activities must abide and participate in the area-wide coordinated homeless system and enter into the accepted homeless management information system.

CDBG funded activities under homelessness must abide and participate in the area-wide coordinated homeless system unless stated otherwise and enter into the accepted homeless management information system.

****Subject to the requirements of this section, CDGA may set written standards for funded programs at any point of time deemed reasonable.**

HOMELESSNESS

Homeless Management Information System (HMIS)/ Coordinated Entry

Key Activities – Program Description:

CDGA is seeking experienced non-profit community-based organizations to operate a program that is responsible as the first point of contact for all individuals/families that are referred to shelters in the City of Milwaukee in conjunction with the City of Milwaukee's Continuum of Care program.

Eligible Activity

Maintain and enter data into the Homeless Management Information System (HMIS-Service Point) for individuals/families utilizing the coordinated entry system.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN

1. Describe the specific activity to be performed and the goals of the Program. Describe the community need your program will address.
2. Describe your agency's outreach efforts to collaborate with external community partners to leverage resources to assist in serving individuals/families experiencing homelessness in your program.
3. **PROGRAM OUTCOMES:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

Utilizing the budget form which is enclosed, provide the following:

4. A total proposed budget for your program.
5. A total agency budget for your agency that encompasses all programs.
6. Projected 1:1 match funds (if applying for ESG funding).

PART II – EXPERIENCE (50 POINTS TOTAL)

1. **If applying for a new category or new activity** (never received City funding for the service for which you are applying), provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the category and activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
2. **If re-applying for the same category with a new activity**, provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
3. **If re-applying for the category and same activity**, describe how your agency will continue and improve the program in providing the service for which funding is requested. Provide a brief explanation of each staff position funded by the activity.

4. **ACCOMPLISHMENTS:**

a. **Existing Agencies (Currently Funded by CDGA):**

CDGA will utilize existing accomplishment data for currently funded groups. Accomplishment data for activities funded under ESG will include System Performance Measurements outcomes, participation with CDGA facilitated or administered committee meetings, data quality, compliance with community written standards, and financial management. Agencies that are funded under CDBG for homeless activities will also utilize the same accomplishments where applicable.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. **New Groups (not currently funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. New groups **must include THIRD PARTY documentation** verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Additional Program Requirements: All relevant ESG Interim Regulations are applicable including the 1:1 matching funds requirement. CDGA will negotiate with successful bidders regarding these restrictions. Administration costs are not an allowable expense for the purposes of this RFP. Additionally, in accordance with the ESG Interim Regulations, all ESG funded activities must abide and participate in the area-wide coordinated homeless system and enter into the accepted homeless management information system.

HOMELESSNESS

Homeless Prevention

Key Activities – Program Description

CDGA is seeking experienced non-profit community-based organizations to operate a program to provide individuals/families who are at risk of homelessness with short-term rental assistance, security deposits, housing stability case management, housing search and placement or mediation in order to maintain stable permanent housing.

Homelessness Prevention is only eligible to the extent that the assistance is necessary to help the individual/family **regain stability** in the individual/family's current permanent housing or move into other permanent housing and achieve stability in that housing.

Eligible Activities:

Housing Stability Case Management

Provide services to individuals or families who resides in permanent housing or to assist an individual or family in overcoming immediate barriers to obtaining housing by assessing, arranging, coordinating, and monitoring the delivery of services to facilitate permanent housing within 30 days. The Case Management cannot exceed 24 months during the period the participant is living in permanent housing.

Housing Search and Placement

Provide services necessary to assist individuals or families in the following manner: (1) locating, obtaining, and retaining suitable permanent housing that must include an assessment of housing barriers, needs, and preferences; (2) development of an action plan for locating housing, assistance with housing search, outreach to and negotiation with landlords/homeowners; (3) assistance with submitting rental applications and understanding leases; (4) conducting the HUD habitability inspection that includes lead based paint and rent reasonableness; and (5) provide tenant counseling.

Mediation

Provide mediation services between the individual/family and the owner or person(s) with whom the individual/family is living, provided that the mediation is necessary to prevent the individual/family from losing permanent housing in which the individual/family currently resides.

Financial Assistance**

Provide security deposits, rental application fees, utility deposits and payments, last month's rent, and moving costs to housing owners, utility companies, and other third parties on behalf of the individual/family.

Short-Term/Medium Term Tenant Based Rental Assistance (Eligible activity based on 24 CFR 576.106)**

Provide short-term rental assistance (up to 3 months of rent) or medium-term rental assistance (more than 3 months but not more than 24 months of rent) or payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN

1. Describe the specific activity to be performed and the goals of the program.

Additional Program Requirements

- a. Describe the household/persons and/or sub-populations to be served. Describe the community need this program will address. Provide the total estimated capacity that can be served by your program.
 - b. Describe program intake procedures (include explanation of documentation and any other procedure required for individuals/families), documentation of the number of months the individual/family has received services, hours of operation, and maximum length of assistance for each activity you are requesting funding for.
 - c. Describe how the program will participate with referrals to and from Impact 211. Describe how your agency **will** work in partnership with the Milwaukee Continuum of Care on the requested activity.
 - d. Describe how your program will provide individualized case management and supportive services to clients to help individuals/families obtain permanent housing through both local unsubsidized apartments and government funded housing options.
 - e. Describe how your program will ensure the participation of at least one homeless individual or formerly homeless individual in a policy-making function within the organization and the involvement of homeless individuals and/or families in the operation of the program.
 - f. Sub-population question:
 - i. **If your agency will serve domestic violence victims**, show how your program will enable domestic violence victims to safe-plan and obtain safe, secure permanent housing and personal stability.
 - ii. **If your agency will serve youth and/or unaccompanied youth**, describe proactive measures to help prevent child abuse and supportive services to resolve family problems of parents in crisis to achieve family stability.
2. Describe your agency's outreach efforts to collaborate with external community partners to leverage resources to assist in serving individuals/families experiencing homelessness in your program.
 3. PROGRAM OUTCOMES: Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

Utilizing the budget form which is enclosed, provide the following:

4. A total proposed budget for your program.
5. A total agency budget for your agency that encompasses all programs.
6. Projected 1:1 match funds (if applying for ESG funding).

PART II – EXPERIENCE (50 POINTS TOTAL)

1. **If applying for a new category or new activity** (never received City funding for the service for which you are applying), provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the category and activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
2. **If re-applying for the same category with a new activity**, provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
3. **If re-applying for the category and same activity**, describe how your agency will continue and improve the program in providing the service for which funding is requested. Provide a brief explanation of each staff position funded by the activity.

4. ACCOMPLISHMENTS:

a. Existing Agencies (Currently Funded by CDGA):

CDGA will utilize existing accomplishment data for currently funded groups. Accomplishment data for activities funded under ESG will include System Performance Measurements outcomes, participation with CDGA facilitated or administered committee meetings, data quality, compliance with community written standards, and financial management. Agencies that are funded under CDBG for homeless activities will also utilize the same accomplishments where applicable.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. New Groups (not currently funded by CDGA):

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. New groups **must include THIRD PARTY documentation** verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Additional Program Requirements: All relevant ESG Interim Regulations are applicable including the 1:1 matching funds requirement. CDGA will negotiate with successful bidders regarding these restrictions. Administration costs are not an allowable expense for the purposes of this RFP. Additionally, in accordance with the ESG Interim Regulations, all ESG funded activities must abide and participate in the area-wide coordinated homeless system and enter into the accepted homeless management information system.

****Subject to the requirements of this section, CDGA may set a maximum amount or percentage of rental assistance that a program participant may receive a maximum number of months that a program participant may receive rental assistance, or a maximum number of times that a program participant may receive rental assistance at any point of time deemed reasonable. CDGA may also require program participants to share in the costs of rent.**

HOMELESSNESS

Rapid Re-Housing

Key Activities – Program Description

CDGA is seeking experienced non-profit community-based organizations to operate a program to provide individuals/families who are at risk of homelessness with short-term rental assistance, security deposits, housing stability case management, housing search and placement or mediation in order to maintain stable permanent housing.

Rapid Re-Housing assists a **HOMELESS** individual or family to move as quickly as possible into permanent housing and achieve stability in that housing. Homeless being defined in 24 CFR 576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.

Eligible Activities:

Housing Stability Case Management

Provide services to individuals or families who resides in permanent housing or to assist an individual or family in overcoming immediate barriers to obtaining housing by assessing, arranging, coordinating, and monitoring the delivery of services to facilitate permanent housing within 30 days. The Case Management cannot exceed 24 months during the period the participant is living in permanent housing.

Housing Search and Placement

Provide services necessary to assist individuals or families in the following manner: (1) locating, obtaining, and retaining suitable permanent housing that must include an assessment of housing barriers, needs, and preferences; (2) development of an action plan for locating housing, assistance with housing search, outreach to and negotiation with landlords/homeowners; (3) assistance with submitting rental applications and understanding leases; (4) conducting the HUD habitability inspection that includes lead based paint and rent reasonableness; and (5) provide tenant counseling.

Mediation

Provide mediation services between the individual/family and the owner or person(s) with whom the individual/family is living, provided that the mediation is necessary to prevent the individual/family from losing permanent housing in which the individual/family currently resides.

Financial Assistance**

Provide security deposits, rental application fees, utility deposits and payments, last month's rent, and moving costs to housing owners, utility companies, and other third parties on behalf of the individual/family.

Short-Term/Medium Term Tenant Based Rental Assistance (Eligible activity based on 24 CFR 576.106)**

Provide short-term rental assistance (up to 3 months of rent) or medium-term rental assistance (more than 3 months but not more than 24 months of rent) or payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

Joint Component Project (CDBG Funds Eligible Activity Only)

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs; or
- (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN

1. Describe the specific activity to be performed and the goals of the program.

Additional Program Requirements

- a. Describe the household/persons and/or sub-populations to be served. Describe the community need this program will address. Provide the total estimated capacity that can be served by your program.
 - b. Describe program intake procedures (include explanation of documentation and any other procedure required for individuals/families), documentation of the number of months the individual/family has received services, hours of operation, and maximum length of assistance for each activity you are requesting funding for.
 - c. Describe how the program will participate with referrals to and from Impact 211. Describe how your agency **will** work in partnership with the Milwaukee Continuum of Care on the requested activity.
 - d. Describe how your program will provide individualized case management and supportive services to clients to help individuals/families obtain permanent housing through both local unsubsidized apartments and government funded housing options.
 - e. Describe how your program will ensure the participation of at least one homeless individual or formerly homeless individual in a policy-making function within the organization and the involvement of homeless individuals and/or families in the operation of the program.
 - f. Sub-population question:
 - i. **If your agency will serve domestic violence victims**, show how your program will enable domestic violence victims to safe-plan and obtain safe, secure permanent housing and personal stability.
 - ii. **If your agency will serve youth and/or unaccompanied youth**, describe proactive measures to help prevent child abuse and supportive services to resolve family problems of parents in crisis to achieve family stability.
2. Describe your agency's outreach efforts to collaborate with external community partners to leverage resources to assist in serving individuals/families experiencing homelessness in your program.
 3. PROGRAM OUTCOMES: Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.

BUDGET

Utilizing the budget form which is enclosed, provide the following:

4. A total proposed budget for your program.
5. A total agency budget for your agency that encompasses all programs.
6. Projected 1:1 match funds (if applying for ESG funding).

PART II – EXPERIENCE (50 POINTS TOTAL)

1. **If applying for a new category or new activity** (never received City funding for the service for which you are applying), provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the category and activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
2. **If re-applying for the same category with a new activity**, provide the number of years your agency has been performing the specific activity. Describe your agency's specific **staff experience** in providing the activity for which funding is requested. Provide a brief explanation of each staff position funded by the activity.
3. **If re-applying for the category and same activity**, describe how your agency will continue and improve the program in providing the service for which funding is requested. Provide a brief explanation of each staff position funded by the activity.

4. ACCOMPLISHMENTS:

a. Existing Agencies (Currently Funded by CDGA):

CDGA will utilize existing accomplishment data for currently funded groups. Accomplishment data for activities funded under ESG will include System Performance Measurements outcomes, participation with CDGA facilitated or administered committee meetings, data quality, compliance with community written standards, and financial management. Agencies that are funded under CDBG for homeless activities will also utilize the same accomplishments where applicable.

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

b. New Groups (not currently funded by CDGA):

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. New groups **must include THIRD PARTY documentation** verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative or letters of support alone does not qualify as documentation of accomplishments. Documentation should include funding source, goal, and outcomes/accomplishments to maximize points.

Additional Program Requirements: All relevant ESG Interim Regulations are applicable including the 1:1 matching funds requirement. CDGA will negotiate with successful bidders regarding these restrictions. Administration costs are not an allowable expense for the purposes of this RFP. Additionally, in accordance with the ESG Interim Regulations, all ESG funded activities must abide and participate in the area-wide coordinated homeless system and enter into the accepted homeless management information system.

****Subject to the requirements of this section, CDGA may set a maximum amount or percentage of rental assistance that a program participant may receive a maximum number of months that a program participant may receive rental assistance, or a maximum number of times that a program participant may receive rental assistance at any point of time deemed reasonable. CDGA may also require program participants to share in the costs of rent.**

APPENDIX

INCOME CHARACTERISTICS FOR PROGRAM PARTICIPANTS

Based on the Federal Income Guidelines below, the family size and income level of each beneficiary is determined by the number of members in the household and on the following chart:

(HUD 2019 Income Limits) Median Income \$82,300 (Milwaukee-Waukesha-West Allis MSA)

NUMBER IN HOUSEHOLD	EXTREMELY-LOW INCOME LEVEL	VERY-LOW INCOME LEVEL	LOW INCOME LEVEL	NON LOW INCOME LEVEL
1	≤ \$17,300	17,301 – 28,850	28,851 – 46,100	> 46,100
2	≤ \$19,800	19,801 – 32,950	32,951 – 52,700	> 52,700
3	≤ \$22,250	22,251 – 37,050	37,051 – 59,300	> 59,300
4	≤ \$24,700	24,701 – 41,150	41,151 – 65,850	> 65,850
5	≤ \$26,700	26,701 – 44,450	44,451 – 71,150	> 71,150
6	≤ \$28,700	28,701 – 47,750	47,751 – 76,400	> 76,400
7	≤ \$30,650	30,651 – 51,050	51,051 – 81,700	> 81,700
8	≤ \$32,650	32,651 – 54,350	54,351 – 86,950	> 86,950

DEFINITIONS:

- 1) **Extremely Low Income Level.** This income level is at or less than 30% of County Median Income.
- 2) **Very Low Income Level.** This income level is between 31% and 50% of County Median Income.
- 3) **Low Income Level.** This income level is between 51% and 80% of County Median Income.
- 4) **Non Low Income Level.** Above 80% of County Median Income.

COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO)

NOTE: Per the HUD regulations, if you are funded, the following RFP activities require that your agency be qualified as a Community-Based Development Organization:

- 1) Employment Services**
- 2) Special Economic Development**
- 3) Youth Services**
- 4) Neighborhood Strategic Planning/Community Organizing/
Crime Prevention**

Following this page is the HUD affidavit with the components that are required to certify an agency as a CBDO. This also includes the Board Profile form which must be completed by Board members that are part of the 51% low income representation.

If you are awarded funds for 2020, you will receive a letter from CDGA requesting the required documentation to be certified as a CBDO for the above-mentioned activities.

**CITY OF MILWAUKEE
COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION**

HUD CBDO AFFIDAVIT for Organizations Qualifying as a HUD-Defined Community-Based Development Organization
--

(To be filled out by the Agency)

Agency Name: _____

A qualified Community-Based Development Organization (CBDO) is an organization which meets the following criteria in at least *one of the three sections listed below*. Check the appropriate section for your organization.

Section I (Must meet all eight components and must submit Board member profile for certification as a CBDO)

- () Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the jurisdiction of the recipient, or in the case of an urban county, the jurisdiction of the country; and

- () Has its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; and

- () May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and

- () Maintains at least 51 percent of its governing body's membership for low-and moderate income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low-and moderate-income neighborhood organizations located in its geographic area of operation; and

- () Is not an agency or instrumentality of the recipient and does not permit more than one third of the membership of its governing body to be appointed by, or to consist of: Elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under paragraph (v) of this section); and

- () Except as otherwise authorized in paragraph (v) of this section, requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent body; and

- () Is not subject to requirements under which its assets revert to the recipient upon dissolution; and

- () Is free to contract for goods and services from vendors of its own choosing.

Section II: Does your organization meet one of the following requirements? Please check any that apply.

- () 1. Is an entity organized pursuant to Section 301 (d) of the Small Business Investment Act of 1958 (15 U.S.C. 681 (d)), including those which are profit making, or
- () 2. Is an SBA approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended; or
- () 3. Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2, designated as a CHDO by the HOME Investment Partnerships program participating jurisdiction, with a geographic area of operation of no more than one neighborhood, and has HOME funds under CFR 92.300 or is expected to receive HOME funds as described in and documented in accordance with 24CFR 92.300(e).

I certify that _____ (name of organization), qualifies as a HUD-defined Community Based Development Organization according to (please check appropriate section):

Section I: _____

(Note: the organization must fulfill all eight conditions outlined in this section)

Section II: _____ (check those that apply) 1. _____ 2. _____ 3. _____

(Board President -print name here)

(Board President's Signature) Date: _____

(Agency Director - print name here)

(Agency Executive Director's Signature) Date: _____

Community Development Grants Administration
Board Member Profile for certification as a
Community-Based Development Organization (CBDO)

The following information is provided so that the _____
(CDBG-funded agency) can be certified as a Community-Based Development Organization (CBDO).

I, _____ hereby certify that I am a Board member of the aforementioned
agency and meet the criteria circled below:

1. I am a resident of the service area of the corporation listed above and my household income
(adjusted for family size) falls within the chart shown below; or,
2. I am an owner or senior officer of a business or institution located in or serving the service area
of the agency listed above; or, (name of agency or business _____)
3. I represent a low income neighborhood organization serving the service area of the agency
listed above (name of agency/business _____).

I certify that the information provided above is accurate.

Board Member Name (Printed)

Board Member Signature

Date

(HUD 2019 Income Limits)

NUMBER IN HOUSEHOLD	EXTREMELY-LOW INCOME LEVEL	VERY-LOW INCOME LEVEL	LOW INCOME LEVEL
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3	≤ \$22,250	22,251 – 37,050	37,051 – 59,300
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COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
(CHDO) REQUIREMENTS

Community Housing Development (CHDO) REQUIREMENTS

CHDO ROLES

A certified CHDO must own the HOME-eligible project when using funds from the 15 percent CHDO set-aside. A CHDO may serve in one of the following roles for several projects or it may undertake projects in which it combines roles, such as being both an owner and developer.

A. CHDO AS DEVELOPER

A CHDO is considered a developer when it either owns the property and develops the project or owns the property and oversees the development process that is contracted with a developer.

In the role of a CHDO developing Rental property, it must obtain financing and rehabilitate or construct the project. The CHDO must maintain ownership and maintain effective project control during the period of affordability.

In the role of a CHDO developing Homebuyer property, the CHDO must own and develop the project, arrange project financing, and remain in sole charge of the development process until it sells the property to an eligible homebuyer.

If the CHDO develops the property for an owner pursuant to a written or other agreement with the PJ, the CHDO is acting in the capacity of a subrecipient. CHDOs receiving funds as subrecipients cannot use the funds from the 15 percent CHDO set-aside for that particular project or service.

B. CHDO AS A SPONSOR

A CHDO may be a sponsor for both HOME-assisted rental housing and homebuyer housing. A CHDO sponsor must always obtain title to the project before the development phase begins.

For HOME-assisted rental housing - The CHDO is considered a sponsor when it develops a project that it solely or partially owns and agrees to convey ownership to a second nonprofit organization at a predetermined time. The conveyance may occur prior to or during development or upon completion of the development of the project. In this situation, the following requirements apply:

- HOME funds must be invested in the project owned by the CHDO sponsor. The CHDO sponsor must identify the particular nonprofit organization that will obtain ownership of the property prior to commitment of HOME funds. The second nonprofit must assume all HOME obligations (including repayment of loans and tenant and rent requirements) for the project from the CHDO at a specified time. If the property is not transferred to the nonprofit organization, the CHDO sponsor will remain liable for the HOME obligations.

- The nonprofit organization must be financially and legally separate from the CHDO sponsor. (The second nonprofit may have been created by the CHDO; nevertheless it is a separate entity from the CHDO.) The CHDO must provide sufficient resources to the nonprofit organization to ensure the completion of the development and long-term operation of the project.
- New sponsorship role: Rental projects owned by a wholly owned subsidiary of the CHDO or a partnership of which the CHDO or its wholly owned subsidiary is the sole managing member or sole general partner. (CHDOs in LIHTC deals are always in this sponsorship role) The CHDO, or its wholly owned subsidiary, must be the sole general partner of a limited partnership or the sole managing member of a limited liability company.

For HOME-assisted homebuyer projects - The CHDO is considered a sponsor when it owns a property and then shifts responsibility for the project to another nonprofit at a specified time in the development process. The second nonprofit, in turn, transfers title, along with the HOME obligations and resale/recapture requirements, to a HOME-qualified homebuyer within a specified time frame. In this situation, the following requirements apply:

- The HOME funds must be invested in the property owned by the CHDO.
- The other nonprofit being sponsored by the CHDO must acquire the completed units or complete the rehabilitation or construction of the property. Upon completion of the rehabilitation or construction, the sponsored nonprofit is required to sell (transfer) the property, along with the HOME loan/grant obligations, to a qualified homebuyer. This sponsorship role could include a lease-purchase approach, whereby the sponsor would lease the property to a homebuyer for a period not to exceed two years. At the expiration of the lease, the sponsor must sell or transfer the property, along with the HOME loan/grant obligations, to the homebuyer. If the property is not transferred, the sponsored nonprofit retains ownership and all HOME rental requirements will apply.

C. CHDO AS AN OWNER

A CHDO is considered an owner of a property when it holds valid legal title or has a long-term leasehold interest (99-year minimum). The CHDO may be an owner with one or more individuals, corporations, partnerships, or other legal entities.

While a CHDO may be sole owner and have another entity act as developer, it can also be the owner and developer of its own project. The CHDO may own a property in partnership with either a majority or minority interest. However, the CHDO, in partnership with a wholly owned for profit or nonprofit subsidiary, must be the managing general partner with effective control (in decision making authority) of the project.

Community Housing Development Organization
Agency Board Certification Checklist

CITY OF MILWAUKEE REQUEST FOR CHDO CERTIFICATION	
Agency:	
Address:	
City:	Milwaukee, Wisconsin
Zip:	
Contact:	
Phone:	(414)

The information contained in this checklist refers to the definition of Community Housing Development Organization (CHDO) in Subpart A, Section 92.2 of the HOME Final Rule. **Please attach the supporting documentation referenced below** and submit to the Housing Program Officer assigned to your organization.

I. LEGAL STATUS

- A. The nonprofit organization is organized under State or local laws, as evidenced by:
_____ A Charter, OR
_____ Articles of Incorporation.
- B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:
_____ A Charter, OR
_____ Articles of Incorporation.
- C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986, as evidenced by:
_____ A 501(c) Certificate from the IRS.
- D. Has among its purposes the provision of decent housing that is affordable to low-and moderate-income people, as evidenced by a statement in the organization's:
_____ Charter,
_____ Articles of Incorporation,
_____ By-laws, OR
_____ Resolutions.
_____ A HUD approved audit summary 1

II. CAPACITY

- A. The nonprofit organization conforms to the financial accountability standards of current guidance found at 2 CFR Chapter 1, and Chapter II, Part 200, et. al., 24 CFR §92.505, and the following requirements, "Standards for Financial Management Systems," as evidenced by:
- _____ A notarized statement by the president or chief financial officer of the organization;
 - _____ A certification from a Certified Public Accountant; OR
 - _____ A HUD approved audit summary.
- B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:
- _____ Resumes and/ or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR
 - _____ Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization, only allowed during first start -up year.
- C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:
- _____ Statement that documents at least one year of experience in serving the community, OR
 - _____ For newly created organizations formed by local churches, service, or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

The CHDO or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as developing new housing, rehabilitating existing stock, and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or by a HUD-approved representative.

III. ORGANIZATIONAL STRUCTURE

- A. Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations, as evidenced by the organization's:

_____ By-Laws,
_____ Charter, OR
_____ Articles of Incorporation.

Under the HOME Program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

- B. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by:

_____ The organization's By-laws,
_____ Resolutions, OR
_____ A written statement of operating procedures approved by the governing body.

- C. A CHDO may be chartered by a State or local government, however, the State or local government may not appoint: (1) more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials, as evidenced by the organization's:

_____ By-Laws,
_____ Charter, OR
_____ Articles of Incorporation.

- D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

_____ By-Laws,
_____ Charter, OR
_____ Articles of Incorporation.

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES

- A. CHDO is not controlled, nor receives directions from individuals or entities seeking profit from the organization, as evidenced by:

_____ The organization's By-laws, OR
_____ A Memorandum of Understanding (MOU).

- B. A CHDO may be sponsored or created by a for-profit entity, however:

(1) The for-profit entity's primary purpose does not include the development or management of housing, as evidenced by:

_____ The for-profit organization's By-laws

AND;

(2) The CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced by the CHDO's:

_____ By-Laws,
_____ Charter, OR
_____ Articles of Incorporation.

CHDO PROJECT MARKET ASSESSMENT

As a result of the FY2012 HOME Appropriations Law, and new Final Rule 2013, additional requirements were established for projects developed by CHDOs using HOME funds. One of them is the need to show that the neighborhood market conditions have been examined to ensure there is adequate need for the project. It applies to both homebuyer and rental projects where development is occurring.

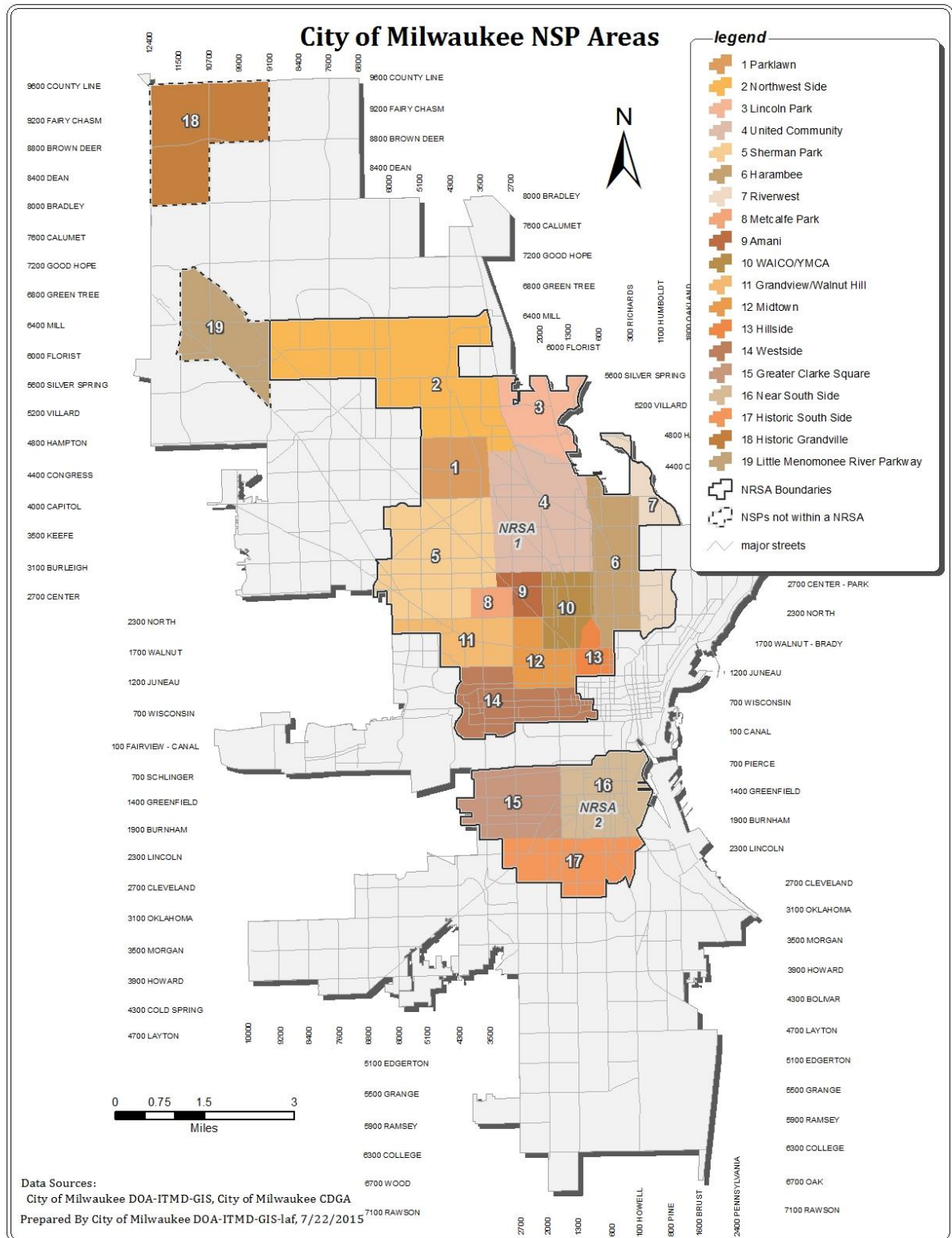
If you are funded, you will be required to complete a market assessment using existing primary and secondary data sources. It can be used for homebuyer projects and rental projects that are 14 units or less (rental projects that are larger than 14 units should complete a more comprehensive market analysis).

Potential Data Sources:

- HUD Consolidated Plan Data Sets: <http://egis.hud.gov/cpdmaps/>
 - *CPD Maps Online Mapping & Data Tool includes data on housing and economic conditions, including demographic data, information about housing stock, other affordable housing, facilities and other assets by census tract, county or state.
- Census Data: www.census.gov
 - *Click on Data, then American Fact Finder to start.
- Other Web Resources are available both locally and elsewhere.
 - *MapMilwaukee, City of Milwaukee COMPASS (access at www.city.milwaukee.gov)
- Fieldwork
 - *Neighborhood or site assessment, examination of competing properties.
 - *Interviews and relationships with neighborhood and community organizations to determine project need.

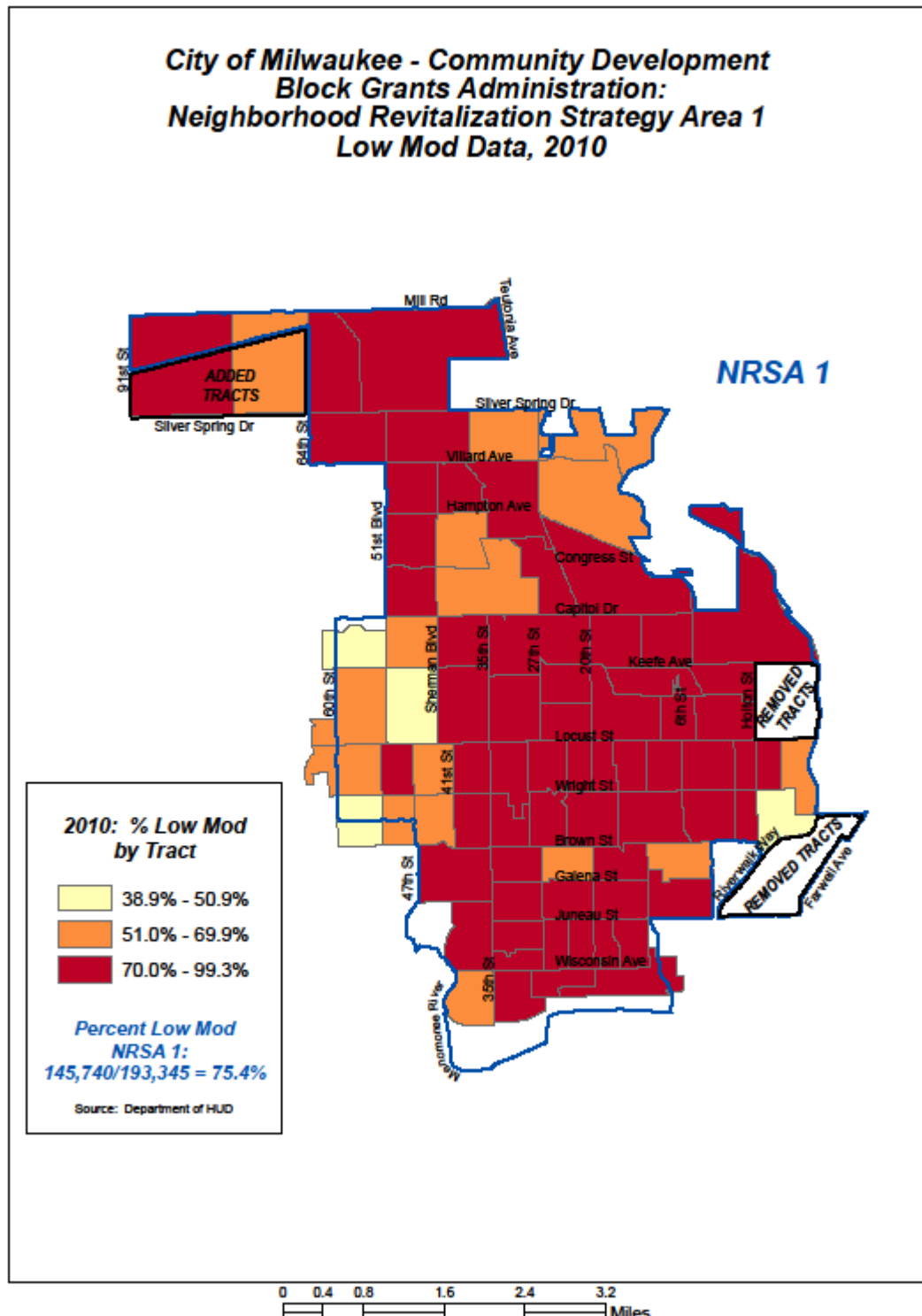
NEIGHBORHOOD STRATEGIC PLANNING AREAS

1 THROUGH 19



Map and Boundaries of Target Areas

Neighborhood Revitalization Strategy Area 1



Map and Boundaries of Target Areas Neighborhood Revitalization Strategy Area 2

